

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES
JOINT CONFERENCE SUB-COMMITTEE
MINUTES
Monday, December 3, 2018**

Board Members Present: Christine Beck, Dr. Adel Korkor, Larry Nelson, Mike O'Brien

Staff Members Present: Jennifer Beyer, Crystal Boyd, Cindy Buchholz, Lisa Davis, Maureen Erb, Cliff Hoefl, Debra Lane, Jeff Lewis, Jennifer Micheau, Antwayne Robertson, Jenny Rutter, Dr. James Rutherford, Dr. Isha Salva

Excused Absence: Christine Howard, Luis Diaz, Will Emslie, Mireya Garcia, Laura Kleber, Sandy Masker, Pat Russell, Joan Sternweis

Chairperson Supervisor O'Brien called the meeting to order at 1:33 p.m.

Minutes:

The June 4, 2018 and August 27, 2018 minutes of the Joint Conference Committee meeting were reviewed and approved with corrections.

MOTION: Supervisor Nelson moved, second by Adel Korkor, MD to accept the minutes with corrections. Motion carried unanimously.

Announcements:

The group went around the room and introduced themselves.

Hospital Services Update:

a. Overview of Hospital Operations

Jeff Lewis verbally reported that we completed our annual mandatory inservice training. In regards to staffing, we continue to hire for nursing staff. The Board approved two positions for 2019: one for QAPI and a Clinical Therapist working Sunday through Thursday. We are currently recruiting for an OT Therapist Supervisor. In regards to the EMR implementation, this is an ongoing process which went live in two phases: in 2017 we went live with the documentation portion of Avatar and in 2018 we went live with the orders in Avatar.

b. Building Updates

Jeff Lewis verbally reported that the Administration wing has been repainted. Over the course of 2019, the Multipurpose room will receive several updates including new technology, tables and chairs. At the Mental Health Center (MHC), we will be replacing the cubicles in and Records/Administrative Support area, and updating one of seclusion rooms to include resurfacing the room to make it a softer more comfortable place. We have updated the UV component to air handlers to the non-Inpatient portion of the building. Per a requirement of CMS, we are finalizing a contract for a water management plan.

c. Committee Reports

Jeff Lewis verbally reported the Emergency Preparedness continues to meet as a requirement by CMS. The review of our plan is complete. The risks are weather, cyberattack and armed intrusion.

Jeff Lewis informed the group that the Client Rights Committee met and found there were two rights limitations for clinical cause, and two complaints were investigated and they were not found to be a rights violations.

The Infection Control Committee met and no hospital acquired infections were reported. Staff have had their annual infection control training. Waukesha County Mental Health Center offered a flu shot clinic and 22 staff participated.

MOTION: Adel Korkor, MD moved, second by Supervisor Nelson, to accept the Hospital Services Update Report. Motion carried unanimously.

Hospital Statistics:

a. Admissions, Discharges, Length of Stay, Average Census

Lisa Davis provided an update on the Mental Health Center Statistics and reviewed a packet of information that was provided to the group. The packet was comprised of the Mental Health Center Revenue— Actual vs. Budget 2013–2018, Mental Health Center Average Census, Mental Health Center Monthly Admissions, the Mental Health Center Admission Data, and Mental Health Institute Referrals.

Discussion ensued regarding who is moved to the institutes. Dr. Korkor requested a report broken down by diagnosis and a report with diagnosis secondary and tertiary.

MOTION: Christine Beck moved, second by Adel Korkor, MD to accept the Hospital Statistics Report. Motion carried unanimously.

Utilization Review (UR)/Insurance Denials:

Jenny Rutter provided an update on the Utilization Review/Insurance Denials and reviewed a packet of information that was provided to the group. The packet was comprised of the following documents: Insurance Calls – August, September, October, and November 2018, Insurance Type by Month Admissions – August – November 29, 2018, Commercial Insurance Discharges – August – November 29, 2018, Discharges Stays 14 Days or Longer – August – November 20, 2018, and Readmission Rate – June – October 2018.

MOTION: Supervisor Nelson moved, second by Adel Korkor, MD to accept the Utilization Review/Insurance Denials Report. Motion carried unanimously.

Fiscal Post-discharge Insurance Denials:

Jennifer Beyer verbally reported that she reviewed YTD 2017 and YTD 2018 through November. Comparing Q2 and Q3 of this year, there was a 55% increase in paid claims. There was a decrease of 2% in timely filing denials.

MOTION: Christine Beck moved, second by Supervisor Nelson, to accept the Fiscal Post-Discharge Insurance Denials Report. Motion carried unanimously.

Quality Assurance/Performance Improvement

Jenny Rutter verbally provided an update of the Quality Assurance/Performance Improvement (QAPI) team. She reviewed the handout titled Waukesha County Mental Health Center Quality Assurance Performance Improvement Reporting Period April – June 2018. A discussion ensued regarding indicators and QAPI special projects.

MOTION: Adel Korkor, MD moved, second by Supervisor Nelson, to accept the Quality Assurance/Performance Improvement Report. Motion carried unanimously.

Medical and Psychological Staff:

a. Notice of Death

James Rutherford, MD verbally provided the group with an update on a death in the facility, *“There was a death at MHC in August of 2018. The death has been ruled a suicide by the Waukesha County Medical Examiner’s office. The death was reported to DQA in accordance with legal requirements and the event is being reported to JCC as required by the bylaws.”*

b. Medical and Psychological Staff

James Rutherford, MD verbally reported on the Medical and Psychological Staff. He noted that we have three inpatient psychiatrists on the Inpatient Unit and that we do our best to make sure that the staffing needs of the facility is adequately met.

c. Departures

James Rutherford, MD verbally reported that we had a departure of one of our LTE physicians, Dr. Raza, has left. We are staffing the weekend utilizing full-time psychiatrists. We are recruiting for weekend coverage.

MOTION: Christine Beck moved, second by Adel Korkor, MD to accept the Medical and Psychological Staff Report. Motion carried unanimously.

d. Privileging Dr. Parag Panchal

James Rutherford, MD verbally requested that the JCC board approve the privileging of Parag Panchal, MD to the department of General Medicine. He noted that we have three physicians who come in one per day to address the physical needs of our patients, and they take call for the entire day to answer general medicine issues and concerns. References have been completed, licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed. In the future, the Board would like Jeff Lewis to bring a one page background summary.

MOTION: Mike O’Brian moved, second by Supervisor Nelson, to accept the privileging of Dr. Parag Panchal. Motion carried unanimously.

Policies and Procedures:

Jeff Lewis verbally reported that the Mental Health Center has 82 policies and procedures under revision. Joan Sternweis and Jeff Lewis review and approve the policies if there is no significant changes in the policy and procedure. The goal for 2019 is to review and update policies.

MOTION: Christine Beck moved, second by Adel Korkor, MD to accept the Policies and Procedures Report. Motion carried unanimously.

New Business:

a. 2019 Meeting Dates

Waukesha County will review if there is quorum for each date in 2019 to determine if we need to reschedule any JCC quarterly meetings.

Next Meeting Agenda Items:

The next meeting will be on Monday, March 4, 2019.

Adjournment:

The meeting adjourned at 2:54 p.m.

MOTION: Supervisor Nelson moved, second by Adel Korkor, MD to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,
Maureen Erb, Recorder

Approved on 3/4/2019